

**Proposal Review Committee  
February 4, 2019**

Statewide Benefits Office  
Enterprise Business Park  
97 Commerce Way, Suite 201, Dover, Delaware

**Public Session:** February 4, 2019 at 9:02 a.m.

The Proposal Review Committee (“PRC”) met on February 4, 2019, at the Statewide Benefits Office, Dover, Delaware. The following committee members and guests were present:

Faith Rentz, DHR, Director, Statewide Benefits  
Laurene Ehemann, DHR, RFP and Contract Manager, Statewide Benefits  
Leighann Hinkle, DHR, Deputy Director, Statewide Benefits  
Victoria Brennan, Office of the Controller General  
Molly Magarik, Department of Health and Social Services  
Dan Madrid, State Treasurer’s Office  
Evelyn Nestlerode, Administrative Office of the Courts  
Judy Anderson, Delaware State Educational Association  
Jaclyn Iglesias, Willis Towers Watson  
Ari Gonzalez De Leon, Willis Towers Watson

**Introductions/Sign In**

Ms. Rentz called the meeting to order at 9:02 a.m. Representatives of the Department of Insurance, Office of Management and Budget and the Lt. Governor’s Office were not present. With a quorum present, the meeting continued.

**Approval of Minutes**

Ms. Rentz requested a motion to approve the minutes from the January 10, 2019 meeting of the PRC. A motion was made by Ms. Brennan and seconded by Mr. Madrid. The motion was approved with unanimous voice vote.

**Discussion of the Supplemental RFP for a Health Savings Account (HSA) Plan Administrator**

Ms. Rentz requested a motion to move into Executive Session to discuss the proposals and presentations made by the third party administrators and their HSA administration partners, Highmark Delaware with Alegeus and Aetna with PayFlex. Ms. Nestlerode made the motion and it was seconded by Ms. Anderson. The PRC moved into Executive Session at 9:04 a.m.

Upon return to the Public Session, Ms. Rentz stated that both vendors met the minimum qualifications, recommendations to the SEBC Health Policy and Planning Subcommittee that were made in Executive Session were not a recommendation for an award, and further discussion will be held by the Subcommittee at a future date(s).

**Adjournment**

With no further business, a motion to adjourn was made by Ms. Eheman and seconded by Ms. Magarik. Upon unanimous voice approval, the meeting was adjourned at 10:49 a.m. Please note there were no public attendees.

Respectfully submitted,

*Laurene M. Eheman*

Laurene M. Eheman  
RFP and Contract Manager